

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1366

TITLE: ACCOUNTANT I

GRADE: S-21

DEFINITION:

Under direct supervision and in accordance with Generally Accepted Accounting Principles (GAAP), performs entry level professional accounting, financial reporting, and/or Federal tax reporting tasks for County; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is the entry-level in this series. Positions in the Accountant I class perform entry level work that is routine and limited in scope; or this class may be utilized for an underfill or as a trainee until a level of proficiency and competency is achieved to perform full performance Accountant II level work.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)

Assists in preparation of financial statements and reports required by Federal and State, including County's comprehensive annual financial report (CAFR);

Monitors department's activities including review of general ledger accounts, expenditures and revenues to ensure financial transactions are being recorded in compliance with GAAP;

Serves as a consultant to departments on accounting and financial reporting matters;

Coordinates bank reconciliation operations for multiple treasurers' fund general ledger accounts;

Coordinates the review and filing of all 1099 reportable transactions;

Participates in County's annual external financial statement audit;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Knowledge of accounting theory, principles and practices;

General knowledge of the laws, ordinances and regulations governing municipal finance;

Ability to read and interpret various automated financial reports;

Ability to interpret automated financial reports and financial policies and procedures;

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with a bachelor's degree in accounting; OR a bachelor's degree in business administration or related field that has been supplemented by at least 12 credit hours of intermediate level accounting or higher.

CERTIFICATES AND LICENSES REQUIRED:

None.

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NECESSARY SPECIAL REQUIREMENTS:

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency.

Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.

REGRADED: August 23, 2010

REVISED: February 2, 2010

REVISED: December 30, 2009

REVISED: September 28, 1995